



Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

Selectmen / Town Administrator
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MEMORANDUM

TO: Selectmen
FROM: Peter Lombardi, Town Administrator
RE: Town Administrator's Report
DATE: January 5, 2016

Personnel

We are conducting interviews over the next week with several candidates for the Executive Assistant to the Town Administrator position. We are considering reducing the number of hours (from a 36.5 to 30 hour work week) for the Finance Assistant & Payroll Clerk position and hope to fill this position in the near future. The Assessor posting closed on December 18 and I will be meeting with the Board of Assessors in Executive Session later this week to review the candidate pool and determine next steps. Applications for the part-time position of Assistant Health Agent are due by January 4, with interviews to follow. The Library Director contract was executed by the Library Board of Trustees at their December 10 meeting based on the terms that the Board of Selectmen had approved at your December 1 meeting.

MMA Annual Conference

The Massachusetts Municipal Association will be holding its annual conference on Friday January 22 and Saturday January 23. This is the preeminent professional development opportunity for area municipal managers, with numerous topical workshops on tap. I will be attending this event and will hopefully be joined by several of our Board members and Department Heads.